

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a technical, highly responsible clerical and stenographic classification involving accurate typing of correspondence, reports, and records and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking officers.

EXAMPLES OF WORK

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instructions to other clerical personnel at the chief's direction;

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Searches and assists in transportation of female prisoners.

Performs various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

All requirements must be met at the close of applications

1. Age requirement: Must have reached his/her eighteenth (18) birthday.

2. Education requirement: Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
3. Physical requirement: After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
4. Attach copies of the following documents to the application:
 - A) birth certificate
 - B) driver's license
 - C) high school diploma, certificate equivalent to a high school diploma or a GED.